



MULTI-FAMILY / HOTEL / MOTEL

PERMIT CHECKLIST PUBLIC WORKS BUILDING DIVISION 206-973-4750

<p><input type="checkbox"/> Has the project been presented to the Development Review Committee? Yes <input type="checkbox"/> No <input type="checkbox"/> Date: _____</p> <p>The Following Documentation Must be Submitted When Applying for a Permit :</p> <p><input type="checkbox"/> Completed Permit Application</p> <p><input type="checkbox"/> Copy of Contractor's State License</p> <p><input type="checkbox"/> Verification of Contractor's City of SeaTac Business License (See Finance Department)</p> <p><input type="checkbox"/> All New Businesses Must Obtain a City of SeaTac Business License (See Finance Dept)</p> <p><input type="checkbox"/> Verification of Water and Sewer Availability (For New Construction Only)</p> <p><input type="checkbox"/> Initial Plan Review Fee</p> <p><input type="checkbox"/> Soils Report (Unless Waived by Building Official)</p> <p><input type="checkbox"/> Legal documentation verifying parcel number (ie., tax statement or document from Assessor's office)</p> <p><input type="checkbox"/> Five Copies of the Plans for Plan Review Which Include the Following:</p> <p>SITE PLAN (Scale Plans to Most Appropriate Engineering Scale, 1" = 10' or 1" = 20')</p> <p><input type="checkbox"/> Survey by a Licensed Engineer or Certified Surveyor of Property Lines, Building(s), Adjacent Streets (Surveys for Additions May be Waived)</p> <p><input type="checkbox"/> Dimensioned Parking Lot Layout and Calculations to Include Accessible Parking</p> <p><input type="checkbox"/> Square Footage of the Existing and Proposed Building</p> <p><input type="checkbox"/> Total Square Footage of the Lot</p> <p><input type="checkbox"/> Location of the Nearest Fire Hydrant</p> <p><input type="checkbox"/> Drainage Plan (Show any Natural Drainage Courses)</p> <p><input type="checkbox"/> Utility Plan (All Utilities Must Be Installed Underground, i.e., Electrical, Cable & Telephone)</p> <p><input type="checkbox"/> Location of All Light Poles and Signage</p> <p><input type="checkbox"/> Required On-Site Recyclable Storage Space</p> <p><input type="checkbox"/> Siltation Control Plan</p> <p><input type="checkbox"/> Drainage Plan</p> <p><input type="checkbox"/> A circulation plan which depicts access to the site and the vehicular, pedestrian and bicycle traffic flow on-site, as well as links with developments on adjoining parcels</p>	<p><input type="checkbox"/> On-Site Recreation and Open Space Plan</p> <p><input type="checkbox"/> Utilities Plan (Location of Water and Sewer)</p> <p><input type="checkbox"/> T.I.R. Report</p> <p>Note: Civil Engineering Plans, Erosion Control Plan and Storm Drainage Technical Information Report must be prepared by a Licensed WA State Civil Engineer.</p> <p>ARCHITECTURAL PLANS (Plans must be Drawn on a Minimum Paper Size of 18" X 24" and Minimum Scale of 1/8" = 1')</p> <p><input type="checkbox"/> Buildings with Over 4000 sf Must be Sealed by a Washington State Registered Architect</p> <p><input type="checkbox"/> Floor Plan Including Door and Window Locations</p> <p><input type="checkbox"/> Building Elevation Views (At Least One Color Copy)</p> <p><input type="checkbox"/> Stair Details (Show Dimensions of Risers and Treads)</p> <p><input type="checkbox"/> Building Section of Typical Wall Construction Showing Floor and Ceiling Construction</p> <p><input type="checkbox"/> Sound Transmission Code Compliance</p> <p><input type="checkbox"/> Energy Code Compliance</p> <p><input type="checkbox"/> Details on how all mechanical and utility rooftop equipment will be screened</p> <p><input type="checkbox"/> Separate Mechanical, Plumbing, Sprinkler, and Electrical Plans and Separate Permits are Required</p> <p>STRUCTURAL PLANS (Plans must be Drawn on a Minimum Size of 18" X 24" and a Minimum Scale of 1/8" = 1')</p> <p><input type="checkbox"/> Structural Calculations and Plans Sealed by a Washington Registered Engineer</p> <p><input type="checkbox"/> Foundation Plan Including Ventilation</p> <p><input type="checkbox"/> Lumber Dimensions, Species, Grade, Spans and Spacing</p> <p><input type="checkbox"/> Cross Sections</p> <p><input type="checkbox"/> Floor and Roof Framing Plans</p> <p>LANDSCAPE AND IRRIGATION PLANS</p> <p>LIGHTING LAYOUT PLAN (See Exterior Lighting Requirements Handout)</p> <p>COLORS AND MATERIALS BOARD (Samples no smaller than 12" x 12")</p> <p style="text-align: right;">10/08</p>
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